

**Town of Westford
Parks & Recreation Commission Minutes
February 6, 2006
Cameron Senior Center
Pleasant Street
7:00 P.M.**

The following are the minutes of the February 6, 2006, Town of Westford Parks & Recreation Commission meeting. A permanent set of these minutes (maintained for a period of six years) is retained in the Town Clerk's office. A set of these minutes and a tape recording are retained in the Parks & Recreation Department.

Commissioners Present: Kacy Caviston, Wayne D'Agostino, Carolyn Metcalf, Mary Ellen Tynan

Staff Present: Patricia Savage, Director, Sandra Habe, Asst. Director

I. Approval of Agenda (7:30 p.m.)

Kacy motioned to approve the agenda. Mary Ellen seconded it. Motion passed unanimously.

II. Approval of Meeting Minutes – December 5, 2005 and January 9, 2006

Carolyn motioned to approve the December 5, 2005 minutes. Kacy seconded the motion. Agreed unanimously.

Mary Ellen motioned to approve the January 9, 2006 minutes. Carolyn seconded the motion as corrected (change the rink location to read, "across from Eric's"). Agreed unanimously.

III. Projects/Tasks

A. East Boston Camps –

- a. EBC Master Plan Committee - Mary Ellen was not able to attend the last meeting. Pat explained that there were three RFP proposals to master plan the area from consultants, which were reviewed by the committee on Thursday. The RFP must look at each section of EBC separately. The committee is still working on obtaining all of the titles to the property. There is a workshop, in the morning, to be given by Susan Morse about animal tracks that will show what animals live in the area that costs \$25/person. A public meeting will be held that evening about the findings. The next day she and her intern will do an assessment of the property and submit their findings to the town. The East Boston Camp Master Plan Committee, the Recreation Commission and the Conservation Commission have all been invited to participate. It costs \$1000.00 to create the report. There were over 200 submittals for the logo contest. Angela Harkness is reviewing the entries.
- b. Parks & Recreation – Nutting Road
 - i. Wetlands flagging – Kacy said this has been held up by the title and the boundary issues. It took 3 weeks to get the plan for our parcel. Land Tech has not returned Kacy's call which normally means they are not ready. We should have a plan in February.
 - ii. Field Development Plan – A small group of the commission will meet with Pat to configure the fields prior to meeting with the neighborhood

- group once we have the map. Then the Commission could meet with the Conservation Commission and other interested parties.
- iii. Neighborhood Meeting – no change

B. Facilities

- a. **Old Highway Garage** – The Board of Selectman walked through the Old Highway Garage and Water Department. Wayne will talk to Tom Mahana about the visit.
- b. **VMC (Veterans Memorial Complex)** – Fundraising is under way. Carolyn was able to get 2 developers to contribute \$100.00 each, which covered the cost to the mailing. The school has given to hold a dance and a walk-a-thon. A Pro Am Tennis Tournament will be held at the All Season Tennis Club. The club is donating the court time. Westford Raquette Club was not willing to participate. Bob Conley requested there be a walk through to the shot put area between the old courts and the new courts.
- c. **Ice Hockey Rink** – Wayne is setting up a meeting with Sullivan Construction from Bedford, NH at 7:30 a.m. on March 3. The group is looking at 17.5 acres across from Eric's, which has access on Boston Road. Affordable Housing is also interested in this land. There appears to be 9 acres of buildable land. The parking would be under the power lines, just as is done at the Tech Park where Chili's is located.
- d. **Swimming Pool** – It would be nice to do the pool at the same location as the ice rinks, but there is not enough area at the Boston Road location. The Lavallee property will be looked at to house the pool.

C. Properties

- a. **Lavallee Venture** – Kacy feels strongly that the Parks & Recreation Commission should work towards having the property placed under their care, custody and control.
- b. **Pumpkin Patch** – Kacy spoke to Bill Turner who told him that there is not enough water to grow pumpkins. The Parks & Recreation commission should look into passive recreation use of the fields. Pat believes that it would not take too much work to have playable grass fields. Pat will get the map of the area.
- c. **Tech Park West** – Under litigation.
- d. **Adams Street** – Kacy believes it is under 61A meaning that the town would have the first right of refusal for the land if it becomes available.
- e. **Modern Continental** – no new information.

D. American Legion – (Playground Spring 2006) – no new information.

E. Marketing – Sandra and Lois are attending a marketing workshop March 15. Carolyn will get in touch with Lois about doing an article regarding the tennis court fundraisers.

F. Rules & Regulations policies and signs – No new information.

G. Credit Card Payment – no new information

H. Town Wide Coaches Rules – Pat will get in touch with the sports organizations.

V. Reports/Updates

- A. Westford Partnership for Children** – We currently have 249 students enrolled. That is 100 more students enrolled than this time last year. Wayne would like to see the numbers included in our articles in the Eagle. The program is going well. Sandra meets regularly with the principals and with the staff.
- B. Budgets** – FY'07 There is a Department Head meeting on Wednesday at 10:00 a.m. where the Town Manager will give his budget. The Finance meeting to review budgets are on 2/15 and 2/16.
In writing the annual report Pat is going to emphasize that the programs are fee based.
- C. Fields/Parks:**
- a. Grounds – Kacy asked about what can be done with the Frost field. He asked if Jonathan could make it into an acceptable practice field.
 - b. Structures – no new information.
 - c. Fencing – no new information
 - d. Parking – (American Legion parking) – no new information
- D. Comprehensive Town Master Plan** – Pat attended the first meeting on January 19th. Mike Green from the Planning Board is the chair of the committee. The master plan is part of a community development plan. A date was not set for the next meeting.

VI. Old Business

- A. Skate Park** – Kacy motioned to open the park as we did in the Fall of 2005. Carolyn seconded the motion. Agreed unanimously.
Sandra will have new signs made for the park.
- B. WPC Software** – Chuck Reynolds resigned from his position. David O'hearn is temporarily taking his place. The School Department and the Town Department came to an agreement on the I.T. position. It will be a Town Department with some responsibilities to the schools.
Pat is concerned with the status of the software, with the departure of Chuck Reynolds. Dave has agreed to follow up with Joe. There is a Data position open.
- C. Pesticide Policy** – Pat and Jonathan met with the committee. Elaine Majors has moved on to her new position at the University of Lowell. She gave her presentation prior to leaving. Jonathan gave a presentation that showed what the Department does concerning pesticides and pesticide control. Jessica from the Board of Health is now the chair. The next meeting is Thursday. Pat believes that Jonathan was able to clarify the differences between the public and private use of pesticides. It's not the use it is the misuse of pesticides, water, etc that causes the problems.

VII. New Business

- A. Annual Report** – Pat handed out copies to the commission and asked them to review it and make changes. There are a couple of changes in the opening paragraph. She added, "The commission oversees long range planning for recreational facilities and site acquisitions as well as development and maintenance of existing recreation facilities".
- B. CPC – Bruce Freeman Trail** – Mary Ellen said the CPC has been approached for \$20,000 to complete a site study of the Westford portion of the trail. The Parks & Recreation Commission is in support of this use of CPA funds.

Wayne asked if we could add in a Master Plan item to the agenda.

- C. **Field Permits** – Steve Gomes requested use at American Legion for a Girl's Softball, 8 team tournament. We have no fee set for this type of use. He needs the field for a Saturday and Sunday (August 5 + 6) for four to five hours each day. The Commission suggested a fee of \$500 based on the fact that it is the first year and the commission wants to help the league.
- D. **Heritage Landscape Inventory Program** – Pat attended a meeting and is the facilitator of this project. The project is through the Department of Conservation and Recreation and will be completed by June and will not cost the Town anything. 24 communities are eligible to do this. You have to have a public meeting to get residence input to say what they think makes up the character of Westford. Some have already been granted. The second round is occurring now. If the town is chosen the town will receive a report prepared by a consultant that will help in the comprehensive master plan process. The purpose of the report is to create a preservation plan for the town. Pat will write the letter of support that is required as part of the application.

VIII. Adjournment

Kacy motioned to adjourn at 8:55 p.m. Mary Ellen seconded the motion. Agreed unanimously.